

Just a reminder



Check for accuracy on vouchers.

Notify the Department if your
vouchers are lost.

Put your social security number
and installment period
on all checks.

Don't send an estimated voucher
with your IT-40.

Keep an accurate record
of all payments.

If information on the vouchers is
not correct, send them back!

If you are not sure of the correct
amount to claim, call us.

Where can you get help?

Call or visit Monday through Friday
from 8:15 a.m. to 4:45 p.m.

Bloomington Office
(812) 339-1119

Clarksville Office
(812) 282-7729

Columbus Office
(812) 376-3049

Evansville Office
(812) 479-9261

Fort Wayne Office
(260) 436-5663

Indianapolis Office
(317) 233-4015

Kokomo Office
(765) 457-0525

Lafayette Office
(765) 448-6626

Merrillville Office
(219) 769-4267

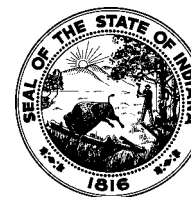
Muncie Office
(765) 289-6196

South Bend Office
(574) 291-8270

Terre Haute Office
(812) 235-6046

Estimated Tax Avoiding the Problems

This brochure was created to help
you help us. We hope this
information will provide the
direction needed to avoid
estimated tax problems.



Indiana Department
of Revenue

Brochure #1
Revised February 2002

Check vouchers for accuracy.

♦Is the name information correct?

If not, is it due to a change in your filing status since last year? Were you widowed, divorced, married or simply no longer filing a joint return? If so, then please ***do not use these vouchers!*** Send them back to the Department along with the change of information form. This information form is attached to the first envelope in your packet. Give us the correct information and we will send new coupons to you.

♦Is the social security number information correct?

If not, ***do not use these vouchers!*** Send them back to the Department along with the change of information form provided. Give us the correct information and we will send you new coupons.

Note exception...

Due to our record keeping, we can remove spouse's name but must keep the number. So if your spouse's social security number is listed and should not be, yet the spouse's name is gone ***use the coupon.***

If you do send the vouchers back and do not get a new one by the April 15th due date, send a letter with your payment or use the line provided on the Indiana Individual Tax Return (Form IT-40) to apply a first installment payment to your estimated account.

What if you lose the vouchers?

No matter how careful you are, you may misplace these vouchers. If you have time before your payment is due, call the Department and a new or blank voucher will be sent to you. If you need to mail the check right away, send a letter with the check and explain the type of payment. It's always a good idea to put your social security number, along with the installment period you are paying, on the memo part of your check or money order, even when you send it with a voucher.

Don't send the estimated voucher with the IT-40.

Never send both the estimated payment and voucher with your annual tax return. If you do mail both at the same time, be sure they are in separate envelopes.

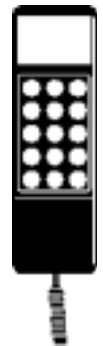
Are you keeping records?

Make sure to keep a record of your payments. By keeping an accurate record of your payments you reduce your chances of having a delay in the processing of your annual tax return.

If you are not sure of the correct amount of credit to claim, call us first!

Questions about your account?

If you have any questions about your account, you may contact the Indiana Department of Revenue by phone at (317) 232-4015, and for the Device for the Deaf call (317) 232-4952, or you may call one of our District Offices.



If you choose to write, the address is:

***Indiana Department of Revenue
100 N. Senate Avenue
Room N-105
Indianapolis, IN 46204-2253***

